

**PURPOSE**

The James City Service Authority finances, constructs, operates, and maintains public water and sewer systems within the Primary Service Area. Operational and maintenance responsibilities include wells, water distribution lines, sewage pumping stations, and sewage collection lines. Expenses are charged directly to a particular project or are allocated to the different operating areas as indirect costs. The Administration Fund allocation formula is based on the number of customers, work order man-hours, number of bills, number of facilities, equipment, and vehicles. The current allocation provides for a ratio of 42 percent from Water Fund and 58 percent from Sewer Fund.

**BUDGET SUMMARY**

	FY 03 Budget	FY 04 Adopted Plan	FY 04 Adopted
<u>Expenditures:</u>			
Personnel Expenses	\$ 2,864,340	\$ 2,892,952	\$ 3,008,781
Operating Expenses	1,045,749	1,238,085	1,022,966
Capital Outlay	125,600	74,000	74,000
Total	\$ <u>4,035,689</u>	\$ <u>4,205,037</u>	\$ <u>4,105,747</u>
<u>Allocation of Expenditures:</u>			
Water Fund	\$ 1,694,989	\$ 1,766,116	\$ 1,724,414
Sewer Fund	2,340,700	2,438,921	2,381,333
Total	\$ <u>4,035,689</u>	\$ <u>4,205,037</u>	\$ <u>4,105,747</u>

**WORKLOAD INDICATORS**

	FY 03 Adopted	FY 04 Adopted Plan	FY 04 Adopted
Billings	82,739	85,588	86,876
Plan Reviews	320	340	340
Construction Inspections	7,800	8,100	7,400
Meter Inspections	960	970	970
Utility Markings	5,200	5,400	5,400
Private Well Inspections	250	260	260

**PERSONNEL**

Full-time	57	57	59
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***BUDGET COMMENTS***

Administration expenses are reimbursed from the operating funds through utility consumption charges, water and sewer inspection fees, billing service charges, and office rent charged to James City County. Overall, the FY 2004 Administrative Fund will increase 1.7 percent from the FY 2003 budget level. This increase is due primarily to personnel expenses which include two new full-time permanent positions in FY 2004 and salary adjustments consistent with those granted to County employees. Capital Equipment Outlay in FY 2004 includes two meter reader trucks with right-hand steering for safety purposes and computer equipment replacement.